



University of Wisconsin–Madison Police

Policy: 33.1

SUBJECT: TRAINING ADMINISTRATION

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POLICY:

The University of Wisconsin–Madison Police Department shall provide employees with training designed to meet law enforcement standards and community needs.

DEFINITIONS:

“Special Order” refers to a written notification of a mandate to perform a given task. Special orders may be assigned for training, shift assignments, or personnel transitions.

PROCEDURE:

33.1.1 TRAINING COMMITTEE

The following establishes a training committee and general guidelines for its purpose:

- A. The training function of the Department shall include but is not limited to monitoring attendance at required training sessions; coordinating lesson plan development; scheduling personnel; planning, developing, implementing, and evaluating programs; coordinating remedial training; coordinating specialized, advanced, and in-service training; coordinating recruit training; and maintaining records. In general, the training function is the responsibility of the Training Sergeant.
- B. The Department Training Committee has been established to identify training needs, evaluate training programs, communicate pertinent information, distribute training materials, and provide assistance as required. The Committee serves as a focal point for input from those representing agency components. Committee members may also discuss exact lesson plans with unified tactics subcommittees. The Training Committee shall be comprised of, at minimum, the following positions:
 - 1. Assistant Chief
 - 2. Support Services Captain
 - 3. Professional Standards Lieutenant
 - 4. Training Sergeant
- C. Committee members are designated by the position they hold within the Department. They may designate a replacement to attend meetings.
- D. The Training Committee has been established to assist the Training Sergeant in determining and evaluating training needs for in-service training and other Department training programs. The group will meet annually, at minimum, with the Training Sergeant. The Training Sergeant should facilitate the meeting(s).
- E. The Training Committee is responsible for reviewing the Department training program to ensure that the efforts meet personnel and operational needs, legal requirements, and agency policies. The Committee will also meet to evaluate, update, and revise the Department in-service training program as needed. This process should include a review of

new laws, court decisions, and directives. Training Committee members maintain positional authority within the Department.

F. The committee will report recommendations to the Chief of Police.

33.1.2 TRAINING PROGRAM ATTENDANCE

The following shall govern attendance requirements for employees assigned to authorized training programs:

- A. Personnel are responsible for attending and participating in Department and other training as directed. Attendance at certain designated training functions may be mandatory. Training sessions lasting more than two hours will be identified by special order. Attendance exceptions may be granted, in cases of conflict with a court appearance, a prescheduled vacation, or an explanation deemed reasonable by the training coordinator.
- B. Any mandatory training missed due to an excused or unexcused absence may be rescheduled at the discretion of the course instructor. A short absence may be waived based upon course content missed and the length of the absence. Any unexcused absence will be investigated by the employee's supervisor. Requirements for punctual attendance at training functions are the same as for reporting for duty. It will be considered an unexcused absence if an employee fails to report for a training function without first notifying his or her supervisor.
- C. Employees are required to complete instructor-provided rosters and registration forms. Copies of any training certificates will be forwarded to the Training Unit.

33.1.3 TRAINING PROGRAM REIMBURSEMENT

The following governs agency reimbursement to employees attending required training programs:

- A. The Department shall reimburse personnel attending approved training in a manner consistent with University policies, rules, and regulations. Personnel requests for travel-related reimbursement must be pre-approved.
- B. Upon completion of the training, personnel requesting travel-related reimbursements should complete an on-line reimbursement form. The on-line reimbursement form is forwarded to the captains group for approval. Once approved, the approving captain will forward it to the employee assigned to processing the report.

33.1.4 TRAINING COURSE LESSON PLANS

The following shall govern lesson plan development for all training conducted by the agency:

- A. In order to ensure that topics presented by the Training Unit accomplish stated goals and objectives, all in-house training courses shall require the submission of a lesson plan prior to the course presentation. Guidelines for lesson plan format and content will be determined by the Training Unit.
- B. All lesson plans for in-house training programs will be reviewed, approved, and maintained by the Training Unit. Instructors will submit lesson plans to the Training Unit for approval at least 30 days prior to presenting the material contained in the lesson plans. Lesson plans are to be consistent with Department directives and policies and existing federal, state, and local requirements. Lesson plans will include, at minimum:
 - 1. A statement of performance and job-related objectives;
 - 2. The content of the training and specifications of the appropriate instructional techniques; and
 - 3. Identification of any tests used in the training process;
 - 4. List of resources used in development of curriculum;
 - 5. List of resources required in delivery of the program.

33.1.5 REMEDIAL TRAINING

The following establishes guidelines concerning remedial training:

- A. Occasionally, training efforts fall short and personnel need remedial training. Remedial training should be directed at solving a particular problem, deficiency, or behavior. Any recurring deficiency evidenced through performance appraisals, inspections, or disciplinary actions may be grounds for remedial training. The objectives of the remedial training will be based on the specific deficiency and its nature. Remedial training may be formal or informal in design.

1. Formal remedial training will be coordinated by the Training Unit and the employee's supervisor to correct a performance deficiency in a subject area. All requests for formal remedial training will be coordinated through the Training Sergeant to ensure prompt completion and appropriate documentation. All formal remedial training records will be maintained by the Training Sergeant and documented in the employee's training file.
 2. Informal remedial training may be conducted by the employee's supervisor or another Department employee to aid in correcting noncritical job deficiencies not affecting the safety of the public or the employee.
- B. Adequate time will be allotted to complete remedial training and demonstrate improvement. Remedial training recommended for critical subject areas are mandatory and will be given to the employee without delay. Remedial training in noncritical areas will be scheduled as soon as practical and a timeline for completion will be established, superseding all other regular requests for training.
- C. Participants of remedial training shall be evaluated upon completion of the assigned remedial training program to determine whether existing deficiencies have been alleviated. Results of the evaluation shall be forwarded to the appropriate supervisor.

33.1.6 TRAINING RECORDS – EMPLOYEE

The following shall govern continuous maintenance of employee training records:

- A. The Training Unit will maintain a current record of training received by Department employees. The Training Unit shall update the appropriate training records following the participation of an employee in a training program.
- B. Employee training records will include the date of the training, the personnel attending the training, types of training or subject matter, and copies of certificates received, if any.

33.1.7 TRAINING CLASSES RECORDS MAINTENANCE

The following shall govern continuous maintenance of training class records:

- A. The Training Unit will maintain records of training classes provided by the Department.
- B. Training records for classes conducted by the Department will include, at a minimum, course content (lesson plans), names of agency attendees, and the performance of individual attendees as measured by a test, if administered. Department Directive, 82.4 Records Retention Schedule, shall be followed for retention of training records.

33.1.8 RELEASE OF TRAINING RECORDS

The following shall govern release of agency and employee training records:

- A. Training records will be treated the same as personnel records. Only those persons as authorized by law will have access to the records.
- B. Training files shall be merged with the employee's personnel file upon termination of employment.
- C. Copies of all training requests will be kept by the Training Unit for two years to allow for review and analysis.

33.1.9 TRAINING PRIORITY LEVELS

The following shall govern the priority levels assigned to training:

- A. All training provided by the Department shall be defined as being either immediate, acquired or specialty training. The definitions are as follows:
 1. Immediate: Instruction provided as soon as possible in those basic skills needed by the employee in his or her current assignment.
 2. Acquired: Instruction provided in advanced topics that is beneficial to both the Department and the employee and may be obtained over time; and/or instruction that will enable department personnel to become proficient in the advanced skill levels of their position.
 3. Specialty: Instruction that provides skills to individuals for a Department need but is only required of a select number of individuals in a classification OR that provides career enrichment and preparation for promotional opportunity. Employees seeking to attend specialty training should justify their attendance and the expected outcomes of attending the training.

- B. It is expected that a varied level of skill development will exist among members of a work unit.
- C. Supervisory personnel must evaluate, seek to identify where training deficiencies exist, and recommend appropriate corrective measures.

33.1.10 REQUESTS TO ATTEND TRAINING

The following outlines procedures for employee or supervisor training requests:

- A. A training request initiated by the employee or a supervisor shall use the designated, fully completed Training Request Form. The supervisor and training coordinator will assess the training request considering the following:
 - 1. Skills needed by the Department;
 - 2. Training needs of the employee;
 - 3. Total costs;
 - 4. Scheduling impact, for example, if two or more employees are scheduled for training from one work unit's shift, any additional training must be approved by the supervisor, the Training Sergeant, and the appropriate captain;
 - 5. Local training options are considered over those requiring travel expenditures.
- B. Once the training request has been submitted:
 - 1. The employee's direct supervisor will approve or deny the training. The supervisor will list the reason for the decision and forward the request along with his or her assessment to the Funding Coordinator for review.
 - 2. The Funding Coordinator will review the training request and approve or deny the request. The Funding Coordinator will list a reason for the decision and forward the training request to the Training Unit for final review.
 - 3. The Training Unit will review the request and approve or deny the request. A reason for the decision will be listed. An electronic copy of the form with the actions taken will be available to the supervisor and the employee after final disposition by the training unit.
- C. If the training request has been approved by the supervisor, Funding Coordinator, and the Training Unit, the Training Sergeant will issue a special order assigning the employee to the training. The order may include the type of training, dates, times, locations, lodging, travel arrangements and any requirements listed on the training request form by any of the people approving the request. The special order will be distributed to the attendee(s)' chain of command, those assigned to instruct, and any attendee(s).

33.1.11 POST-TRAINING EXPECTATION

The following shall govern post training expectations of the employee attending the training session or sessions:

- A. Employees returning from certain select training may be required to submit a brief synopsis and evaluation of the course to their supervisor and the Training Unit. If this is a requirement, it shall be noted in the training special order.
- B. Employees will forward copies of any certificates or documentation to the Training Sergeant upon completion of the assigned program.
- C. All course materials obtained during the training will be made available for review or use by other interested members of the Department.
- D. Information of general importance or interest obtained during training will be shared by the employee with other employees during roll call training or other more formal training sessions.
- E. Employees are expected to use the knowledge and skills gained from training in the performance of their duties.
- F. Equipment or materials received from a training course are considered Department property.
- G. All training programs shall request feedback from attendees.